

**HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
MULLINS ARMORY/5901 BEULAH ROAD
SANDSTON, VA 23150**

NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-12

POSITION TITLE: Officer Strength Manager

GRADE: W01 – CW3

AOC: 011A

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Recruiting and Retention Command

LOCATION: Blackstone, Virginia

OPENING DATE: 11 October 2011

CLOSING DATE: 25 November 2011

POC FOR ADDITIONAL INFORMATION: SFC Sharon L. Hagans at
(804) 236-7381 or CPT Jennifer Coward, (804) 236-7826

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following: Serves as the State's principal point of contact and staff advisor for developing and monitoring plans and programs pertaining to Army National Guard (ARNG) non-medical officer/warrant Officer recruiting and retention. Recruits and processes packets for officer's coming from active duty, individual ready reserve (IRR) status, United States Army Reserve (USAR), other services interstate transfer packets. Recruits, screens, processes and counsel all potential Officer Candidate School (OCS) and Reserve Officer Training Corps (ROTC) applicants for matriculation through those commissioning programs as well as personnel with the potential for direct commissioning. Briefs all ROTC Battalions on National Guard Scholarships and opportunities available for junior officers. Briefs National Guard members on officer commissioning programs and the warrant officer appointment program. Serves as a liaison for members for the National Guard enrolled in the simultaneous Membership Program (SMP) to ensure they are being training, mentored, and paid properly. Works closely with in-service recruiters (ISRs) to coordinate seamless transition of officers and arrant officers into the state National Guard. Prepares and presents information and decision briefing on officer/Warrant Officer recruiting and retention management issues, programs, and resources. Monitors all company grade and warrant officer vacancies posted on request. Determines if prospective, current and former officers are eligible to join VaARNG. Provides technical expertise to units on preparing accessions packets. Prepares JFHQ-VA request for waiver memorandums requiring NGB checklist and blank

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forms to potential VaARNG personnel. Conducts research of applicants military history through various agencies. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional soldiers in grades W01 through CW3 who are members of the Virginia Army National Guard or who are eligible to become members of the Virginia National Guard.

NOTE: OFFICERS NOT CURRENTLY AGR AND NOT QUALIFIED MAY APPLY FOR THIS POSITION. HOWEVER, IF SELECTED AND NOT QUALIFIED, OFFICER WILL NOT BE APPOINTED TO THE AGR PROGRAM UNTIL QUALIFIED.

QUALIFICATIONS FOR SUBSEQUENT DUTY IN THE AGR PROGRAM:

(This applies to current on-board Virginia AGR Warrant Officers)

Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.

Must possess or be able to gain within 12 months, the specialty required for the AGR duty position.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last five OERs (If you have not received an OER you **MUST** have a letter of recommendation from your **Commander**).
3. **Certified** copy of DA Form 2-1 or Officer Record Brief (Certified means having your unit of assignment certify a "True Copy and date, signature not older than 1 year.)
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years) **or** a copy of the automated MEDPROS Data sheet not older than one year.
5. Photograph in Class A or Blue Army Service Uniform (ASU) taken within the last 12 months. DA Photo not required. Photo must be 5X7 or larger and ¾ length to insure visibility of the uniform. **Photo must be dated and in color.**

NOTE:

If applicant is deployed, photo may be taken in ACUs.

6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used **DD Forms 214, DS Form 1506 or NGB Forms 23/23B**

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7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a “SECRET” security clearance. Must be able to obtain as a minimum, an “interim” clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position maybe revoked, Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501 chapter 3.

MILITARY EDUCATION: Warrant Officer Basic Course (WOBC) or MOS proponent certification for Chief Warrant officer two must have completed within 2 years of initial appointment date as of W01.

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of Active Service. The date of mandatory removal from an active status based on age, or service (without an extension), under any provisions of law or regulations.

GRADE AND SPECIALTY: Warrant Officer’s must possess the grade equal to or below that authorized for the AGR duty position. Must possess the MOS commensurate with the AGR duty position.

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

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REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Mullins Armory, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Faxed or scanned applications will not be accepted.**

THE J1 OFFICE WILL NOT SCREEN APPLICATION PACKETS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT A COMPLETE PACKET IS SUBMITTED.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click on Job Vacancies.

FOR THE ADJUTANT GENERAL:

//Signed//

CAR L.F. BESS, JR., Col, VaANG
J1, Director of Manpower and Personnel